10 Staff Policy

**10.10 Social Networking and E Safety**

Parley Community Pre School is committed to ensuring that all staff are aware of their responsibilities in connection with the growing use of social networking sites and other forms of electronic communication. It recognises that the use of such sites have become a very significant part of life for many people. They provide a positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests. Examples of such sites include, but are not limited to, blogs (short for web log), MySpace, Facebook, Instagram, Bebo, YouTube, Windows Live Spaces, MSN, forums, bulletin boards, multiplayer online gaming, chatrooms and instant messenger.

Staff are expected to keep a professional distance from the families of the pre-school.

It is important that staff are able to use technologies and services effectively and flexibly whilst ensuring that they do not make themselves vulnerable. However, it is also important to ensure that this is balanced with the pre-school’s duty to safeguard children, the reputation of the school, the wider community and the Local Authority. As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.

**Principles**

The policy aims to:

* Enable employees to use the internet and social networking sites safely and securely
* Ensure that employees are aware of the risks associated with the inappropriate use of the internet including but not limited to social networking sites
* Safeguard employees in connection with the use of social networking sites and ensure they do not make themselves vulnerable
* Ensure the staff members and committee maintain their duty to safeguard children, the reputation of the school, the wider community and the Local Authority.

**Responsibilities**

The staff and committee members of Parley Community Pre-school will

* Ensure this policy is implemented and procedures are in place that deal with the use of social networking sites
* Ensure that all employees have access to this policy and that new employees are made aware of it
* Be familiar with this policy and guidelines and ensure that employees understand the policy and their own responsibilities
* Ensure that staff are aware of the risks of the use of the internet and social networking sites and the possible implications of the inappropriate use of them
* Instigate disciplinary procedures where appropriate to do so

**Staff Use of Social Networking Sites**

* Staff are expected to behave responsibly and professionally at all times in connection with the use of social networking sites
* Co-operate with management in ensuring the implementation of this policy.
* Staff must not post anything onto any social networking sites that could be construed to have any impact on the Pre-School’s reputation.
* For employees’ own security all communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than that originally intended.

*It is therefore advised that staff follow the following procedures:*

* Staff should not place inappropriate photographs on any social network space
* Staff should not post indecent remarks
* Staff must not disclose any information that is confidential to the pre-school or disclose personal data or information about any individual/colleague/family which could be in breach of the Data Protection Act
* Staff must not disclose any information about the pre-school is not yet in the public arena
* In no circumstances should staff post photographs of the children of the pre-school on their personal accounts
* Staff should not make defamatory remarks about the pre-school/colleagues/children or post anything that could potentially bring the Pre-school into disrepute
* Staff should not disclose confidential information relating to his/her employment at the pre-school
* Care should be taken to avoid using language which could be deemed as offensive to others
* Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Pre-School
* In order to ensure professional boundaries are respected, staff should not accept personal invitations to be friends from parents or carers that use the Pre-School unless they know them in a personal capacity.

**Parents and Families Use of Social Networking Sites**

*It is requested that parents follow the following procedures:*

* No photographs taken within the Pre-School setting are posted for public viewing
* No photographs uploaded onto the Tapestry Online Learning Journal to be downloaded and posted for public viewing on any social networking sites.
* No public discussions are held on social networking sites regarding the children within the Pre-School setting

Parley Community Pre School Social Media

Staff may post photos of children across the Pre Schools social media. Names of the children will never be included or any personal information. Parents will give permission when enrolling their child. Any parent/carer who does not want their child’s photo posted will be respected and their photo will not be used or the child’s face will be blanked out.

**Breaches of the Policy**

The pre-school does not prohibit staff from using social networking sites.

However, all staff should be aware that the committee will take seriously any occasions where the services are used inappropriately. If occasions arise of what could be deemed to be online bullying or harassment, these will be dealt with in the same way as other such instances.

**Legal Framework**

The following legislation must be considered when adhering to this policy:

* Human Rights Act 1998
* General Data Protection Regulation (25th May 2018)
* Freedom of Information Act 2000
* Computer Misuse Act 1990, amended by the Police and Justice Act 2006
* Regulation of Investigatory Powers Act 2000 (RIPA)

This policy was adopted by the Parley Community Pre-school Committee on